



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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January 17, 2013

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael Antonovich

From: Richard Sanchez
Chief Information Officer

A handwritten signature in black ink, reading "Rich Sanchez", is written over the printed name of the sender.

INTENT TO ENTER INTO SOLE SOURCE NEGOTIATIONS WITH PRINT OPERATIONS GROUP, INC. TO ASSIST DEPARTMENTS IN DEPLOYMENT OF PRINT OPTIMIZATION SERVICES

Pursuant to Board Policy 5.100, Sole Source Contracts, this correspondence is to inform your Board of our intent to negotiate a sole source services agreement with Print Operations Group, Inc. (POG). The Agreement will provide consulting services to support County departments in the deployment of Print Optimization Services (POS).

Background

POS is a key County efficiency initiative that utilizes a range of approaches to optimize office printing. In October 2010, the County issued a Request for Proposals (RFP) for consulting services to conduct a vendor-independent print assessment of four pilot departments, assist in developing an RFP, and provide subject matter expertise during proposal evaluation and contract negotiation. POG was selected out of three proposals submitted in response to the RFP for the Printing Assessment Pilot Project.

On March 8, 2011, your Board authorized an agreement with POG to conduct a Print Assessment Pilot and assist in a competitive procurement for POS. The Print Assessment completed in May 2011 estimated that potential annual savings of over \$9 million can be achieved from a Countywide POS initiative. In April 2012, a Print Optimization RFP was issued to solicit proposals to provide print optimization and related services. Two POS vendors, Ricoh and Xerox were selected and Agreements with both vendors were approved by your Board on January 15, 2013.

Sole Source

The Agreements with the POS vendors stipulate a bid process based on detailed designs that are independently developed for each departmental deployment. Internal Services' Purchasing Department (ISD) will administer the bid process among the two POS vendors, and the lowest bidder will be awarded a work order to implement managed print services for that department.

To support the Countywide POS initiative, my Office intends to enter into sole source negotiations with POG to assist departments develop detailed designs and implement managed print services over a period of three years.

Consistent with County policies and procedures, we are informing your Board of our intention to negotiate a sole source Agreement with POG. Unless otherwise instructed by your Board within two weeks of this notification, we will proceed with the sole source negotiations.

If there are questions regarding this matter, please contact me at (213) 253-5600 or your staff may contact Peter Loo at (213) 253-5627.

RS:PL:pg

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel
Internal Services Department